## What happens if I am late?

# Frequently Asked Questions

Period 1 starts at 8:30 so please arrive by 8:20 to give yourself time to get to your classroom.

### Gates are locked at 8:30.

If you are late, you will need to register with the attendance officer at the front of the school on Caulfield Road.



Please do not enter via the carpark.
Follow the footpath past front reception to the building shown above.



Caulfield Road Pupil Entrance

### **Delaware Road Pupil Entrance**

If you are late and have tried to enter via Delaware Road, you will need to walk around to the Caulfield Road entrance.



If you are late, you will be issued a 10 minute detention after school on the same day.

Persistent lateness will result in a further 30 minute detention served usually on a Wednesday after school, though this day can change.

# Shoeburyness High School

To help you arrive to school on time, it would be good to start to plan your morning routine.

Using the timed schedule below, write down what you need to do by when so that you are at school by 8:20. Remember to think about time for eating breakfast, washing your teeth, checking your uniform, having your bag packed, checking you have all your equipment for the day and so on. It may be worth doing some of these things the night before so you have more time in the morning, especially if you have to use public transport.

Time	What I need to do
6:30—6:40	
6:40—6.50	
6:50—7:00	
7:00—7:10	
7:10—7:20	
7:20—7:30	
7:30—7:40	
7:40—7:50	
7:50—8:00	
8:00—8:10	
8:10—8:20	
8:20 (latest)	Arrive at school